



# Belmont Permit Center

## PERMIT APPLICATION

Application No.: \_\_\_\_\_

### Case Type:

Zoning of Property: \_\_\_\_\_

- |   |  |  |
|---|--|--|
| <input checked="" type="checkbox"/> Design Review | <input type="checkbox"/> Tentative Tract Map         | <input type="checkbox"/> Certificate of Appropriateness  |
| <input type="checkbox"/> Variance                 | <input type="checkbox"/> Façade Improvement Rebate   | <input type="checkbox"/> General Plan Amendment          |
| <input type="checkbox"/> Conditional Use Permit   | <input type="checkbox"/> Lot Line Adjustment         | <input type="checkbox"/> Rezoning / Zoning Ordinance     |
| <input type="checkbox"/> Floor Area Exception     | <input type="checkbox"/> Grading Permit Approval     | <input type="checkbox"/> Geologic Review                 |
| <input type="checkbox"/> City Code Exception      | <input type="checkbox"/> Conceptual Development Plan | <input type="checkbox"/> Geo-Hazards Map Amendment       |
| <input type="checkbox"/> Tentative Parcel Map     | <input type="checkbox"/> Detailed Development Plan   | <input type="checkbox"/> Subdivision Ordinance Exception |

Zoning Case Numbers: \_\_\_\_\_  
(Staff Use Only)

**Project Description:** \_\_\_\_\_

### Property Description:

Street Address: \_\_\_\_\_, Belmont, CA 94002

Assessors Parcel Number: \_\_\_\_\_

Property Area (sq. ft.): \_\_\_\_\_

Nearest Cross Street: \_\_\_\_\_

### Applicant Information:

Owner Name: _____	Telephone Number: _____ (     )	Fax Number: _____ (     )
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Mailing Address, if different from Site Address: _____	E-mail Address: _____
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Applicant Name, if different from Property Owner: _____	Telephone Number: _____ (     )	Fax Number: _____ (     )
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Applicant Mailing Address: _____	E-mail Address: _____
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### Submittal Authorization:

Signature of Owner: _____	Date: _____
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Signature of Applicant, if different from Owner: _____	Date: _____
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**For Office Use Only:** Fee Amount: \_\_\_\_\_ Check No.: \_\_\_\_\_



**Belmont Permit Center**  
**PERMIT APPLICATION**

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Street Address: \_\_\_\_\_

Application No.: \_\_\_\_\_

***Site Preparation / Grading:***

Number of Cubic Yards of Combined Cut and Fill:

\_\_\_\_\_ Cubic Yards

OR Check ☐ if less than 50 Cubic Yards

Depth of any Cut or Fill at Deepest Point:

\_\_\_\_\_ Feet

OR Check ☐ if less than 2 Feet

Surface Area to be Graded or Cleared:

\_\_\_\_\_ Square Feet

OR Check ☐ if less than 2000 Square Feet

***Retaining Walls:***

The Project Includes New, Rebuilt or Extended Retaining Walls:

☐ Yes

☐ No

Maximum Height of New, Rebuilt or Extended Retaining Walls:

\_\_\_\_\_ Feet

***Floor Area:***

Existing Floor Area of All Enclosed Structures: \_\_\_\_\_ Square Feet

Proposed New Floor Area to be Added: \_\_\_\_\_ Square Feet

Total Floor Area Resulting from Project: \_\_\_\_\_ Square Feet

***On-site Parking:***

Existing Parking / Number of Spaces: \_\_\_\_\_ Covered \_\_\_\_\_ Uncovered

Proposed Additional or Lost Parking Spaces: \_\_\_\_\_ Covered \_\_\_\_\_ Uncovered

Total Parking Spaces Resulting from Project \_\_\_\_\_ Covered \_\_\_\_\_ Uncovered

***Check any of the following items that apply to the project:***

☐ Steep Terrain

☐ New Driveway / Curbcut

☐ New Signs

☐ Large Trees on Site

☐ New Water Service

☐ Redevelopment Area

☐ Historic Building on Site

☐ Construction Dumpster Required



**DESIGN REVIEW –**  
**MULTI-FAMILY & COMMERCIAL**

**Belmont Permit Center**  
**SUPPLEMENTAL APPLICATION**

**Application No.:** \_\_\_\_\_ (Office Use)

***Address:*** \_\_\_\_\_

***Date:*** \_\_\_\_\_

***Project:*** \_\_\_\_\_

In order to approve a request for Design Review, the Planning Commission must determine that the project follows certain design principles. Indicate how your project achieves the following:

- (a) Buildings and structures are designed with regard for their scale, mass, proportion, use of materials, relationship to adjacent elements and relationship to the community as a whole.

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- (b) Exterior color and materials are designed with regard to their with relationship to adjacent architectural or natural elements. Extreme color is avoided.

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- (c) Walls, fences, hedges and screen plantings are designed with regard to their location, height and materials to:

- Insure harmony with adjacent development,
- conceal storage areas, utility installations or other surfacing, or
- prevent dust erosion.

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(Continued on Page 2)

**Belmont Permit Center**  
**DESIGN REVIEW –**  
**MULTI-FAMILY & COMMERCIAL**

**SUPPLEMENTAL APPLICATION**

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- (d) All signs – including their location, size, height, lighting and landscaping – are designed with regard to potential traffic hazards and the appearance and harmony with the environment. The intent with respect to review of color is to avoid the use of extreme color.

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- (e) The site layout, orientation and location of buildings and open spaces are designed with regard to the physical characteristics of the site and the character of the neighborhood; the appearance and harmony of the buildings are designed with regard to adjacent development and the surrounding landscape.

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- (f) The location and dimension of vehicular and pedestrian entrances, exits, drives and walkways are designed with regard to safety, convenience, comfort and attractiveness.

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- (g) The landscaping plan – including irrigation plans, size and location of plant materials, and protection of existing plant materials – is designed with regard to harmony with the local environment, water conservation, and attractiveness.

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**DESIGN REVIEW –**  
**MULTI-FAMILY & COMMERCIAL**

**Belmont Permit Center**  
**APPLICATION CHECKLIST**

*Page 1 of 2*

***Address:*** \_\_\_\_\_

***Date:*** \_\_\_\_\_

***Project:*** \_\_\_\_\_

*Please review your project with the Planning Department  
to determine if any additional items listed below are required.*

	<b><u>Required</u></b> (by City)	<b><u>Submitted</u></b> (by applicant)	
<b><u>Applications</u></b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Application Checklist (this form)</b>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Permit Application</b>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Supplemental Application</b>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Neighborhood Outreach Strategy</b>
<b><u>Plans</u></b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Site Plan (six copies)</b>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Floor Plan (six copies)</b>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Exterior Elevations (six copies)</b>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Cross-sections (six copies)</b>
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Landscape Plan (six copies)</b>
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Property line survey</b>
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Topographic survey map</b>
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Tree Plan</b>
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Grading plan</b>
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Drainage plan</b>
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Building sprinkler plan (four copies)</b>
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Driveway plan and profile</b>

**Address:** \_\_\_\_\_

	<b><u>Required</u></b> (by City)	<b><u>Submitted</u></b> (by applicant)	
<b><u>Technical Information</u></b>	<input type="checkbox"/>	<input type="checkbox"/>	Calculations for cut and fill
	<input type="checkbox"/>	<input type="checkbox"/>	Geotechnical report
	<input type="checkbox"/>	<input type="checkbox"/>	Engineering geology report
	<input type="checkbox"/>	<input type="checkbox"/>	Arborist report
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Preliminary title report
<b><u>Miscellaneous</u></b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Color and material samples
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Photographs (eight sets)
<b><u>Noticing Information</u></b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Noticing map
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Notice list
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Notice envelopes (post-paid)
<b><u>Fees and Deposits</u></b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application fee
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Environmental fee
	<input type="checkbox"/>	<input type="checkbox"/>	Tree Removal Fee
	<input type="checkbox"/>	<input type="checkbox"/>	Geologic Review Fee
	<input type="checkbox"/>	<input type="checkbox"/>	Other _____

**Staff Assistant:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Applicant's Statement:** As applicant for this project, I hereby certify that the materials listed as 'submitted' on this checklist are complete and accurate. If the City of Belmont determines that the materials are incomplete or inaccurate, I understand that the entire application may be deemed withdrawn and the application materials returned to me, with no further processing by the City.

**Applicant's Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Applicant's Signature:** \_\_\_\_\_